

## **Assistant to the Facilities Manager, Board of Stark County Commissioners**

The Board of Stark County Commissioners is now accepting resumes for the position of Assistant to the Facilities Manager. This classified position will provide support to the Facilities Manager by performing departmental administrative tasks, as well as assisting in the day to day management of efficient operations of the Facilities Department.

The ideal candidate will be a self-starter with excellent communication skills, both oral and written; strong organizational skills; and must be able to foster positive working relationships with colleagues, vendors, and the general public.

A sample of illustrative duties include:

- Anticipate the needs of the Facilities Department and Facilities Manager and proactively seek out remedies to deal with any issues, problems or needs;
- Direct maintenance employees as needed on tasks and assignments. Use sound judgment to determine priorities;
- Process departmental payroll and perform general office support and clerical functions;
- Create/update spreadsheets; manage databases; produce memos, reports and other documents;
- Schedule and coordinate meetings;
- Coordinate with other County departments regarding the resolution of day-to-day administrative and operational issues;
- Communicate with vendors and order supplies;
- Prepare and distribute invoices for parking and other services; and
- Other related duties as assigned.

### **Qualifications**

High School Diploma with at least three (3) years of experience working in an office environment. Preference will be given to education beyond High School. Prior Facilities experience a plus, but not required.

Valid State of Ohio driver's license.

### **Compensation and Benefits**

The pay range is set at \$12.00/hr. to \$14.00/hr. This position is eligible for health, dental and vision insurance and OPERS retirement benefits. Drug screen and background check required.

Interested candidates should submit a resume and cover letter, post marked no later than Friday, April 24, 2015, to:

Stark County Human Resources  
Attn: Personnel Manager  
110 Central Plaza South, Suite 240  
Canton, Ohio 44705  
or via email to:  
[personnelmanager@starkcountyohio.gov](mailto:personnelmanager@starkcountyohio.gov)  
Subject: Facilities Assistant